



# Non-Merit Job Vacancy Announcement

## INTERIM PARALEGAL-UG

<b>Pay Grade:</b>	0	<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	\$25.00 per hour	<b>Work Schedule:</b>	Monday - Friday
<b>FLSA Designation:</b>	Non-Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Executive Branch Ethics Commission  
**Work Address:** #3 Fountain Place, Frankfort, Kentucky 40601  
**Work County:** Franklin

### AGENCY COMMENTS:

The Executive Branch Ethics Commission (the "Commission") is comprised of five members appointed by the Governor. The Commission is responsible for the enforcement, administration, and interpretation of the Executive Branch Code of Ethics found in KRS Chapter 11A that pertains to investigating the conduct of state employees; financial disclosure by officers, elected officials and candidates; and executive agency lobbying. The Interim Paralegal will assist the Executive Director and General Counsel with various duties relating to the functions of the Commission.

This Position will have a term from September 1, 2016, through May 15, 2017 (with the possibility of renewal for a second term from September 2017 through May 2018). The benefits are limited to earning 1 sick day per month and holiday pay as well as other benefits as may be applicable to "Interim" employees.

### DESCRIPTION OF JOB DUTIES:

Some of the duties required of the Interim Paralegal will be:

- Performs paralegal functions in researching, analyzing, and writing legal documents;
  - Conducts analytical research, investigates cases, interviews complainants and witnesses, drafts documents, and assists attorneys during all stages of the cases;
  - Specifically assumes responsibility for researching and analyzing the law for drafting of legal documents such as briefs, pleadings, appeals, affidavits, and other instruments for review and use by attorneys;
  - Investigates facts and laws of a case to suggest causes of action, maintains case files, assists the attorney in most aspects of case preparation for litigation, including discovery procedures, and preparation of exhibits;
  - Preparation of memoranda on various research topics concerning governmental ethics;
  - Compiling data and auditing of statements of financial disclosure filings and lobbyist filings;
  - Assisting with responding to various types of inquiries concerning the code of ethics;
  - Assisting other administrative staff with mailings, phone inquiries, and preparation for Commission meetings;
- and
- Other duties as assigned.

**MINIMUM REQUIREMENTS:****EDUCATION:**

High School Diploma

**EXPERIENCE:**

Any of the following will be considered:

- Graduate of a college or university with a bachelor's degree in paralegal science or a bachelor's degree with a minor in paralegal studies;
- Completion of a two-year program in paralegal studies will substitute for the bachelor's degree requirement;
- A post-baccalaureate certificate in paralegal studies;
- A Juris Doctorate or a law degree from a college of law; or
- At least four years' experience as a paralegal or legal secretary who has researched, analyzed, or written legal documents.

**SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Applicants must have the following:

- Excellent work ethic;
- Computer Skills – Microsoft Office;
- Ability to work independently and as part of a cohesive unit; and
- The ability to keep matters confidential.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 8/22/2016 )**

[Posted on:                   ]

Submit a cover letter, resume, and non-merit state application to Kathryn Gabhart, [katie.gabhart@ky.gov](mailto:katie.gabhart@ky.gov). To complete a non-merit state application, go to <https://personnel.ky.gov/NonMeritCandidate/> and create an account. Complete the state application and save as a PDF. Email the PDF of your non-merit state application directly to Ms. Gabhart.

**Contact Name:** Kathryn Gabhart

**Contact Method:** [katie.gabhart@ky.gov](mailto:katie.gabhart@ky.gov)

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